FREDD STATE TECHNICAL COLLEGE

3401 Martin Luther King, Jr. Boulevard
Tuscaloosa, Alabama 35401
(205) 758-3361

General Catalog 1987 - 1988

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Accredited by the
Alabama State Board of Education and
Southern Association of Colleges and Schools

General Catalog
1987-1988

Fredd State Technical College reserves the right to make changes in the offerings and regulations announced in this publication as circumstances may require.

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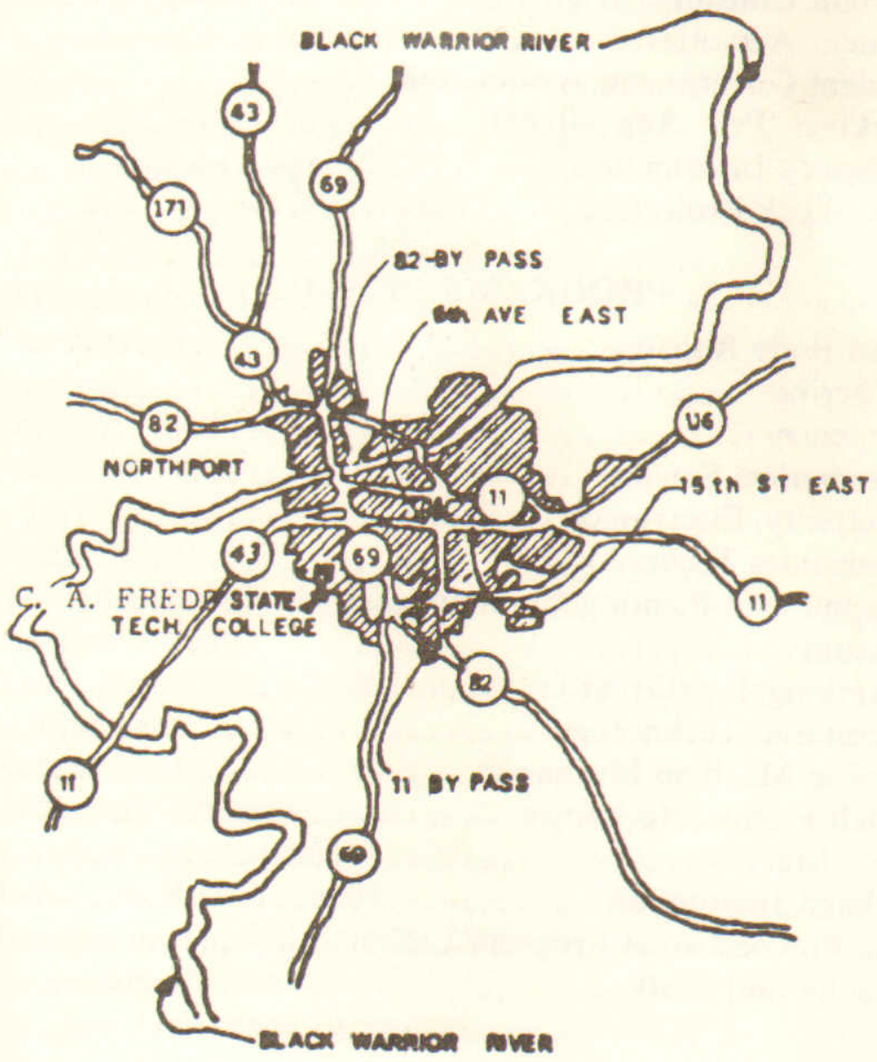

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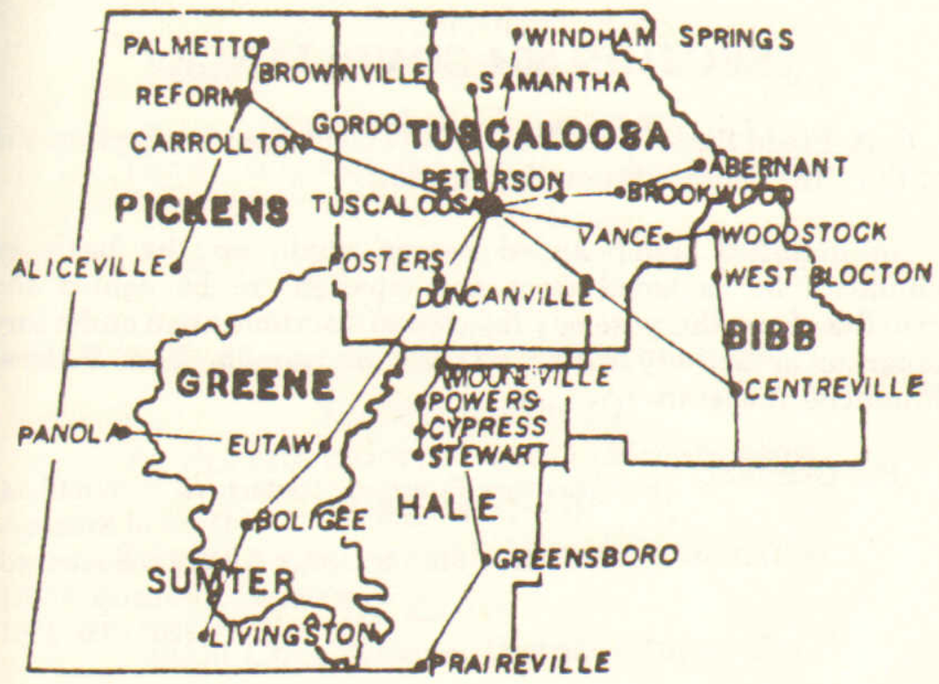

TITLE IX COMPLIANCE

The following policy is issued for the guidance of all students and personnel:

"No person shall be denied employment, be excluded from participation in, be denied the benefits of, or subjected to discrimination in any program or activity, on the basis of sex, race, religion, belief, national origin, or ethnic group."

Title IX Coordinator: H. B. Whitfield
Dean of Students

SECTION 504 COMPLIANCE

C. A. Fredd State Technical College complies with Section 504 of the 1973 Rehabilitation Act in that:

No qualified handicapped person shall, on the basis of handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal Financial Assistance.

For Grievance For grievance Procedure contact: H. B. Whitfield
Dean of Students
3401 Martin Luther King, Jr. Boulevard
Tuscaloosa, Alaabama 35401
(205) 758-3361

ALABAMA STATE BOARD OF EDUCATION

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Advisory Committee
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Carrollton, Alabama 35447

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Owner
Moss Electric Company
3624 Willow Lane
Tuscaloosa, Alabama 35401

The Honorable Bryant Melton
The House of Representatives
4129 - 20th Street
Tuscaloosa, Alabama 35401

N. C. Cephus, President

COLLEGE CALENDAR

Fredd State Technical College operates on the quarter system. Each quarter contains approximately 54 instructional days. The following holidays and special days are observed.

SCHOOL WILL BE CLOSED:

1. Labor Day
2. Veterans Day
3. Two days for Thanksgiving
3. Three days in November for Professional Development
5. Seven to ten days for Christmas Holidays
6. New Year's Day
7. Martin Luther King's Birthday
8. Five days in March for Spring Holidays (AEA Week)
9. Three days in April for Professional Development
10. Independence Day
11. Seven to ten days Summer Vacation

THE PRESIDENT'S MESSAGE

Preparing individuals for the world of work is a very worthwhile goal of any institution of higher learning. Since its beginning, Fredd State Technical College's primary objective has been to provide opportunities for its students to obtain the necessary skills and knowledge needed to bridge the gap between classroom learning and real-world job responsibilities. We believe that class time should be well spent and that lesson content should be practical and relevant.

Fredd State Technical College, which is accredited by the Southern Association of Colleges and Schools, employs competent and experienced faculty and staff. In addition, each department is well equipped and our learning environment is a replica of the actual work environment.

We invite you to visit our facilities and discuss your educational needs. We believe that we can help you build a solid foundation for a successful career.

PHILOSOPHY AND PURPOSE

It is the philosophy of the administration, faculty, and staff of Fredd State Technical College that all individuals have worth regardless of personal circumstances or qualities. We are committed to providing quality instruction to each student in a non-discriminating manner. Our overall purpose is to motivate students to the point where they will apply themselves fully to the learning opportunities afforded them at Fredd State.

Fredd State firmly believes that students must be taught the fundamental skills, knowledge, attitudes, and understandings that are responsive to the diverse manpower needs of our service area. It is also essential that all students develop good work habits and are able to communicate clearly and effectively with others. This training is enforced with meaningful work experiences in our shops and laboratories. We further believe that in order to be effective, our programs must be periodically evaluated in an effort to keep pace with innovative processes, techniques, and equipment that are prevalent in the business and industrial world.

Fredd State upholds the belief that each student should be given an opportunity to contribute rather than become a burden on society. Our main objective is to strengthen the student's ability to earn a decent living which in turn strengthens the ability of the family and the community to thrive.

HISTORY

Fredd State Technical College was created by Act. No. 93 of the Alabama State Legislature on May 3, 1963. The original name of the college was Tuscaloosa State Trade School. A forty-acre site was donated to the Alabama Trade and Junior College Authority by the City and County of Tuscaloosa. The City of Tuscaloosa made provisions for utilities at the site.

The Architect for the original construction was Charles F. Minch. The general contractor was Renfroe Construction. Construction began January 11, 1965. The original site plan contained a main building containing offices and classrooms and three shop buildings. Classes began October 4, 1965.

C. A. Fredd, Sr., was appointed the first president of the college. The college offered the following programs: Auto Body and Fender Repair, Auto Mechanics, Business Education, Cosmetology, Radio and TV Repair, and Air Conditioning and Refrigeration. Electricity, Nursing, Barbering, Sewing, Related Math, Related English, Upholstery, and Medical Office Worker were added later.

In October of 1967, construction began on the cafetorium and wings to the main building. O. S. Markham Construction Company was the general contractor. Construction was completed in June of 1968. The wings on the main building provided more office space and classrooms for growing programs.

In 1969, by court order, Cosmetology, Nursing, Auto Mechanics, and Air Conditioning and Refrigeration were transferred to Shelton State Technical College. The original cosmetology shop was renovated to accomodate increased enrollment in Barbering.

The decade of the 1970's were exciting times for the institution. In 1973, the college was awarded its initial accreditation by the Southern Association of Colleges and Schools.

In 1974, the name of the institution was changed to Tuscaloosa State Technical College by the State Board of Education. The Board also authorized the granting of the Assoicate Degree in Applied Technology in Residential Electricity. In 1975, Plumbing was added to the school's offerings. In 1976, the Medical Office Worker program was terminated, but Carpentry and Sewing machine Mechanics were added.

In 1976, the name of the college was changed to C. A. Fredd State Technical College in honor of its first president shortly after his retirement. I. W. Mitchell was named president by the State Board of Education.

In 1977, the bus and maintenance shop was added. The general contractor was J. A. Thompson Construction. In 1979, Thompson began two new buildings on the north east side of the campus. These buildings were partially funded by a grant from the Appalachian Regional Commission. These buildings were occupied by Plumbing and Pipefitting, Carpentry, and two new programs, Graphic Arts and Sheet Metal. Upon completion of these building in 1980, the original plumbing shop was renovated for Radio & TV Repair and Sewing Machine Mechanics.

In 1982 Mr. Mitchell retired as president of the college. The State Board of Education appointed Mr. Norman C. Cephus as president. In 1983, the institution's accreditation was reaffirmed by the Southern Association of Colleges and Schools. In 1985, the Sheet Metal program was discontinued.

In 1985, the Displaced Homemakers/Single Parents program was added through a Federal Grant to assist single parents and displaced homemakers who lack job skills in traditional and nontraditional fields.

In 1987, the Fredd State Technical College Foundation, Inc., was established to secure additional funding for the institution. Mr. Robert Hagler was elected as the first chairperson of the Board of Directors of the Foundation. Also, construction began on a classroom for high technology programs adjacent to the Electricity/Electronics department and renovation to the Cafetorium was begun to house a Culinary Arts Program.

Fredd State now serves the following counties: Bibb, Greene, Hale, Pickens, North Sumter, and Tuscaloosa. Free bus transportation is provided for students who live outside the Tuscaloosa Metropolitan Area.

ADMISSION REQUIREMENTS

I. Eligibility for Enrollment

A. Admission standards and policies of this college are free of discrimination on the grounds of race, color, sex, age, national orgin, religion, or physical handicap.

B. A high school diploma or its equivalent is desirable. However, non-graduates may enroll in most courses offered as special students.

C. Applicants must have completed high school or passed the GED to enroll in Secretarial, Graphic & Printing Communications, and Electronics.

D. Non-high school graduates must be out of school at least one calendar year. If the applicant has not been out of school for this period of time, he/she must be at least 16 years of age and have a letter of recommendation from the local superintendent and a letter of approval from his/her parents or guardian.

II. Enrollment Procedures

A. Obtain an application package from the Registrar's Office which is located in the administration building.

B. The application must be completed and returned to the college along with a $5 application fee (non-refundable).

C. A transcript of credits from the last school attended must be submitted.

D. After the application has been processed and approved or disapproved, the applicant will be notified accordingly.

E. Approved applicants will be notified by mail of the dates for pre-registration. Tuition must be paid during this period. Current students and new applicants who do not pre-register must pay tuition on the first day of the quarter.

F. Students are enrolled on a quarterly basis at the beginning of each quarter and at mid-quarter.

Students Transferring Within the College

A. Students who wish to transfer from one course to another must have counseling by the Dean of Students before the change is made.

B. If there is an opening in the course, the student will be given a date of enrollment at which time the required transfer procedure should be followed.

Students Transferring from Another State Technical College may be Granted Credit for Prior Training Provided:

A. The student has records of previous training submitted to Fredd State.

B. The student has maintained satisfactory progress in previous training.

C. Credit granted will be based on comprehensive evaluation of the student's ability and previous training. A maximum of four (4) quarters credit may be awarded for prior training.

D. The student enrolls in the same course of training.

E. The student completes at least one quarter of work at Fredd State.

V. Re-Admission

A. Former students who drop out of school for personal reasons may contact the Registrar's Office concerning re-enrollment.

B. Students who were dropped for violation of student regulations or for disciplinary reasons will be notified at the time of suspension when they may re-apply for admission.

C. Students who were dropped because of excessive absences will be expected to follow the policy outlined in the Student Handbook.

STUDENT EXPENSES

APPLICATION FEE — A $5 (non-refundable) fee must be paid when the application is submitted.

TUITION is paid quarterly during designated registration periods. Charges are as follows:

1. Full-time Students — $200 per quarter
2. Half-time Students — $113 per quarter
3. Out of state residents will be charged double the amount of Alabama residents.

LATE REGISTRATION FEE — Students who do not complete registration on the designated date or by the first day of the quarter will be charged a late registration fee of from $5 to $10.

RE—ENROLLMENT FEE — A $5 fee MAY be charged each time a student re-enters.

LAB FEES — Students enrolled in Barbering and Commerical Sewing will be charged a lab fee of $6 per quarter.

ID CARDS — A $4 annual fee will be charged for ID Cards.

PARKING DECAL — Students who drive vehicles on campus must purchase parking decals at a cost of $4 per year.

GRADUATION FEE — A $10 diploma fee is charged each student upon completion of his/her program.

TRANSCRIPTS — The first transcript is FREE. A fee of $2 will be charged for each transcript requested thereafter.

INSURANCE — Accident insurance is available to all students at a low cost.

BOOKS AND TOOLS — Students are required to purchase books by the end of the first week of school, and tools by the end of the second week. The Bookstore is located in the Business Office.

UNIFORMS — Uniforms or lab coats are required in some programs.

REFUND POLICY

If a student officially withdraws after registering but before classes begin, the total general tuition will be refunded. All students who officially withdraw during the first three weeks of classes will be refunded according to the following prorated schedule:

1. After one week, refund one-half of one quarter's tuition.
2. After two weeks, refund one-third of one quarter's tuition.
3. After the close of the third week, no refund is made.
4. Registration Fee will not be refunded.

ATTENDANCE POLICY

A student must attend regularly and make good progress in order to satisfactorily complete a program. A record of excessive absences is tantamount to unsatisfactory progress. Absences whether excused or unexcused will affect a student's progress and may result in failure. Absences should be rare and may be permitted only under the most compelling circumstances.

Note: Specific attendance policies are listed in the Student Handbook.

SCHOLASTIC REQUIREMENTS

To remain at this institution, a student must maintain satisfactory progress as determined by the instructor. The criteria for determining grades are daily work, periodic examinations, initative, and neatness of work. The letter grades are used in reporting as follows:

A--Excellent (90-100)	F--Failure (Below 60)
B--Good (80-89)	WP--Withdrawal Passing
C--Average (70-79)	WF Withdrawal Failing
D--Poor (60-69)	I--Incomplete

A grade of WF is assigned to all students who are doing failing work at the time of withdrawal.

A grade of WP is assigned to all students who are doing passing work at the time of withdrawal.

A final grade of "I" may be assigned if a student fails to complete all course requirements because of illness or other extenuating circumstances. This grade normally is assigned

only when such circumstances occur near the close of a quarter, preventing a student whose performance has otherwise been satisfactory from completing the requirements of a course. Unless extenuating circumstances are present, a student's failure to submit required work when it is due does not provide basis for the grade of "I"; in such cases, a grade of "F" is usually appropriate. A grade of Incomplete must be cleared within the FIRST SIX WEEKS OF THE SUCCEEDING QUARTER.

QUALITY POINTS AND GRADE POINT AVERAGE (G. P. A.)

A = 4.0 Quality Points
B+ = 3.5 Quality Points
B = 3.0 Quality Points
C+ = 2.5 Quality Points
C = 2.0 Quality Points
D+ = 1.5 Quality Points
D = 1.0 Quality Points
F = 0 Quality Points

A student's scholastic standing or grade point average (GPA) is computed by dividing the total number of quality points by the total number of subjects for which the grades are assigned.

Example: A student in Commerical Sewing may earn the following grades.

Alterations;	**A** = 4.0	3.0 GPA or "B" Average
Pattern making	B = 3.0	4) 12.00
Mathematics	B = 3.0	12
Seam Finishing	C = 2.0	

Total Quality Points 12.0

EXAMINATION

Examinations consist of regular, special, and unit examinations. To complete the requirements for graduation, students must take all required examinations.

GRADE REPORTS

Instructors are responsible for keeping students informed of their progress. Students receive final grades at the end of each quarter. These grades are posted on permanent records in the Registrar's Office.

SATISFACTORY PROGRESS

Satisfactory progress means that students must meet the requirements set forth by the college to remain in college and must progress toward obtaining a diploma. To graduate students must maintain an overall GPA of 2.0 and must have a 2.0 cumulative GPA at the end of each quarter of their enrollment or will be placed on academic probation.

All students enrolled at Fredd State are required to demonstrate satisfactory academic progress as a condition for continued eligibility of Title IV financial aid. Satisfactory academic progress is measured in terms of the student's ability to progress in all classes at a rate which will insure completion of a prescribed program in a normal time period.

Students who have been placed on academic probation for one quarter will be paid during this quarter, however, the required average must be achieved by the end of the probation period.

Students who receive an incomplete grade ("I") after receiving the first payment will not be paid again until he/she earns a letter grade other than an "I" for all courses attempted during the preceding quarter.

Federal student aid will not be paid to any fulltime student for a period of time that exceeds fifty percent (50%) of the scheduled program. EXAMPLE: Two additional quarters may be granted for a program that is normally completed in four quarters. Students will still be governed by the academic standards which require a cumulative average of at least 2.0

PROBATION & SUSPENSION

Students who have been placed on academic probation must achieve a quarterly GPA of at least 2.0 and/or a cumulative GPA of 2.0 to remain in school. Students who achieve a cumulative GPA of 2.0 will be taken off academic probation. Students who earn the 2.0 quarterly GPA and not the 2.0 cumulative GPA, may remain in school on academic probation. Students who do not achieve either will be suspended for a period of one quarter. Students receiving two academic suspensions will be allowed to re-enroll only upon appeal to the Admissions Committee.

When re-enrolling in school after an academic suspension, students will be on probation.

GRADUATION REQUIREMENTS

Satisfactory completion of the contents of a full course of training entitles a student to a diploma.

A student who does not satisfactorily complete a full program will not receive a diploma but will be given a certificate for the units he/she has satisfactorily completed.

ASSOCIATE IN APPLIED SCIENCE DEGREE

This is a joint program between Fredd Technical College and the Junior College Division of Shelton State Community College.

A student desiring an associate degree must complete a diploma program at Fredd State and a specified number of hours at the Junior College Division of Shelton State. The number of hours required at Shelton State is determined by the length of the diploma program at Fredd State.

For Diploma Programs lasting 21-24 months at Fredd State, students must take a minimum of 33 quarter hours at Shelton State.

For Diploma Programs lasting 18 months at Fredd State, students must take a minimum of 40 quarter hours at Shelton State.

For Diploma Programs lasting 12-15 months at Fredd State, students must take a minimum of 48 quarter hours at Shelton State.

DISCIPLINARY PROCEDURES

STUDENT GRIEVANCE PROCEDURE

Students shall bring all complaints to their immediate instructors. If a solution is not found, the student and the instructor may request a meeting with Dean of Students, and/or the President of the institution. If a solution is not worked out at this time, the student may request, in writing, a hearing before the college's review board.

Procedures followed by the review board committee and reviewing authority concerning the administration of discipline for all complaints or academic misconduct are outlined in detail and filed in the office of the Dean at this institution.

When charges are made against a student, the college may make a preliminary investigation to determine if the charges can be disposed of informally by mutual consent without the initiation of disciplinary proceedings. Any such disposal shall be final, and there shall be no subsequent processing of appeals.

GRIEVANCE PROCEDURES

Fredd State Technical College, feeling each student should have the opportunity for a fair hearing when charged with a regulation infraction or complaint, has an institution review board. This committee is appointed by the President of this institution.

REVIEW BOARD

1. The review board has the dual function of safeguarding the rights of students and maintaining a climate of integrity and safety for all members of the college community.
2. The review board shall consist of four faculty members and a chairman, who shall be a member of the administration.
3. The four faculty members shall be appointed to the review board by the President of the college for a term of one quarter. A chairman selected by the President shall preside over the hearings. The chairman shall cast a vote only when necessary to break a tie. Any review board member who has any personal interest or special information concerning a case will be disqualified from the case. A replacement shall be appointed to fill the vacancy by the appropriate party.
4. The review board shall maintain, with the assistance of the administrator, an adequate record of the history and disposition of each case to come before it. The record shall include a summary of the evidence upon which the review board bases its decision. Whenever possible, a transcript of the proceedings shall be taken.

PROCEDURE FOR BRINGING CHARGES AGAINST A STUDENT.

1. Any student, faculty member, or administrator may file charges against any student for misconduct. The charge(s) are to be filed with the Dean of Instruction or Dean of Students. The Dean, when he deems it necessary, because of the violent nature of the offense, may suspend the student immediately pending consideration of the case until such time as it is deemed feasible for the student to return to campus or until his/her case is heard by the review board.
2. The Dean will make a preliminary investigation by consulting all parties involved, including the accused, to see whether the charge(s) may be disposed of informally without the initiation of disciplinary proceedings.
3. If the Dean determines that the alleged misconduct warrants disciplinary proceedings, he will give to the student(s) a copy of the charge(s) and within five days, the chairman of the review board will set a time for the hearing and notify all parties involved.
4. The Dean will then send a copy of the charge(s) plus his investigative report to the President of the college.

PROCEDURES FOR CONDUCT OF THE HEARING

1. Any student whose case is referred to the review board shall receive written notice at least two days before his/her case is to be heard by the review board. The notice shall inform the student of the date and time of his/her hearing. On request and for good cause, the review board may allow an extension of time.
2. The hearing shall be conducted in such a way as to do justice to all parties involved and shall not be unduly restricted by rules of procedure or evidence.

The hearing will be private and confidential except by consent of both parties. On behalf of the college, the charge(s) and evidence will be presented by the person(s) making the charge(s).

An individual charged with misconduct has the right to be represented by a faculty member, student, parent or legal counsel. However, he/she must notify the chairman of the review board at least one day prior to the hearing if he/she wishes to be represented by anyone other than himself/herself. Either party may request the privilege to present witnesses. The burden of proof should rest upon the person bringing charge(s).

The student or his/her representative shall have the right to cross examine any witness against him/her. If for lack of sufficient reason as judged by the chairman of the review board, an accused individual fails to appear at the time of the hearing, the chairman of the review board reserves the right to conduct the hearing without the presence of the accused.

Members of the review board shall vote on all decisions to be rendered. A simple majority vote shall be required.

The chairman of the review board will make known the decision of the review board to the President of the college and the accused within two days after the hearing. The person(s) for which the hearing is held will be notified in writing.

APPEAL BOARD

The appeal board will be composed of a student representative, one faculty member, and a chairman. The purpose of the appeal board will be to hear and act upon appeals only. Based upon majority vote, the action will be to deny the appeal or to send the case back to the review board.

A chairman shall be appointed by the President of the college and will be a different individual than the chairman of the review board. The appeal board shall have the responsibility for scheduling and conducting the appeal hearing. The chairman shall be responsible for informing the student and the President of the college of the decision of the appeal board.

An accurately written record of the appeal hearing shall be kept by the chairman for reference.

PROCEDURE FOR APPEAL

1. The accused student may appeal the decision of the review board by so stating in a letter to the chairman of the appeal board and the chairman of the review board within two days after the decision.

2. The student must be able to demonstrate to the chairman of the appeal board:
   a. that certain relevent evidence was not reviewed or
   b. that new evidence is available.
3. An appeal be limited to review of the full report of the review board and/or the hearing of new evidence relevant to the case which was not available at the time of the hearing before the review board. In the case of new evidence, the appeal board may order a new hearing before the review board.
4. Within five days of receipt of the appeal, the chairman of the appeal board will set a time for the hearing and notify all parties involved.
5. The appeal board will send notice of its decision to the student, the chairman of the review board, and the President of the college, within two days after hearing the appeal.
6. Once the student has applied for and has been granted a hearing by the appeal board, he/she must abide by the ruling of the appeal board.

CONDUCT

It is assumed that students enrolling are mature and have a desire for constructive learning and are coming to this college with this purpose in mind. The purpose of this college is to help students develop their talents in a vocation that will enable them to earn a living. Students dismissed from school for disciplinary reasons will find it difficult to re-enroll at a later date.

DISMISSAL

A student who continues to make unsatisfactory progress, has excessive absences, or violates student regulations as listed in the Student Handbook may be dismissed from the college.

SPECIAL STUDENT SERVICES

Supply Store

A supply store is available from which students may purchase needed books and supplies.

Cafeteria

Students may purchase snacks from vending machines at lunch and break time.

Library

The school does not have a central library. However, many books and other reference materials may be found in designated areas of each department.

Counseling

The Coordinator of Student Services is available for individual counseling with students before enrollment to help them make a decision as to which program they would like to pursue. The Coordinator is also available for individual counseling after enrollment. Students are also encouraged to discuss matters of concern with any member of the administrative staff or faculty.

PLACEMENT AND FOLLOW—UP

The office of Student Personnel Services, along with instructors will assist graduates in entering the work force. Individual and group interviews are arranged on campus and throughout the various communities served by Fredd State. Announcements from agencies and private employers are posted for students' information. Data concerning specific companies and the labor market are maintained in the Department of Student Services.

Fredd State maintains a three-year follow-up record on each student in order to determine the effectiveness of its programs and to improve the instruction to meet the everchanging needs of business and industry. Students are urged to keep the college informed of job placements and changes in employment.

STUDENT HANDBOOK

The Student Handbook is issued during orientation of new students. It contains information that will be helpful to students in making a successful adjustment to college life at Fredd State Technical College.

STUDENT FINANCIAL AID INFORMATION

GENERAL INFORMATION

The primary purpose of financial aid is to provide monetary assistance to eligible students who would not be able to continue their college education without such aid. Financial aid is intended to supplement the family and student contribution--not replace it. The Financial Aid Office will provide the student and family with various financial aid sources and assistance with processing required forms. To the extent that funds are available, every effort will be made to provide eligible students a financial aid package consisting of gift aid (grants and scholarships), low-interest loans, and part-time employment.

HOW FINANCIAL AID ELIGIBILITY IS DETERMINED

The amount of aid you receive is generally based upon NEED. Financial aid need is the difference between your college expenses and the amount of money you and your family are expected to contribute. To help us determine the ability of a student and the family to contribute toward the student's college cost, a "need analysis" system is used. Fredd State currently accepts the Pell Grant Student Aid Report to determine a student's need for financial aid.

The family's expected contribution is based on such factors as family income, assets, Veteran's benefits, social security benefits, student summer earnings or savings, and/or other non-taxable income. Certain allowances are made against family resources to reflect what is required for the family to maintain itself and still make a reasonable effort to help pay for the student's college costs. Such allowances may include: taxes paid, FICA employment allowances when both parents work, a living allowance based on family size, home/other asset protection, elementary/secondary tuition allowance, etc.

ELIGIBILITY REQUIREMENTS

In general, a student who meets the following criteria may be eligible for financial aid at Fredd State. The student:

1. Is a U.S. citizen or an eligible non-citizen.
2. Is enrolled or has been accepted for enrollment in an eligible program at least half-time.
3. Has demonstrated financial need.
4. Is in compliance with Selective Service registration requirements.
5. Is working toward a degree or certificate.
6. Is making satisfactory academic progress.
7. Is not in default on any loan or owe a refund on any grant made under Title IV of the Higher Education Act of 1965, as amended, at any institution.

TYPES OF FINANCIAL AID

Financial aid comes from a variety of sources--federal and state government, lending institutions, private organizations, corporations, and schools. Fredd State participates in the following programs:

PELL GRANTS

Pell grants are awared to students who need money to pay for education and training after high school. Awards are based upon the amount of support the student and family can be expected to contribute, student's enrollment status, and established need. Pell Grants awards range from $200 to $2100 per year and do not have to be repaid. You must be an undergraduate enrolled at least half-time and do not already have a Bachelor's degree.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG)

An SEOG is also a grant awarded to undergraduate students who have not already received a Bachelor's degree. You do not have to repay these awards which may range from $200 to $2000 per year. These funds are limited and preference is given to students who demonstrate the greatest need. There is a difference between a Pell Grant and an SEOG. The Department of Education guarantees that each participating school will receive enough money to pay the Pell Grants of its students. Fredd State receives a set amount of money for SEOG awards for the entire award year. Once this money is spent, additionsl SEOG awards cannot be made for that year.

COLLEGE WORK—STUDY (CWS)

This is a federally supported program offering students an opportunity to earn a portion of their educational expenses. The amount of a student's award depends on need and the availability of funds. Your pay will be at a rate equal to the current federal minimum wage. Students normally work an average of 10 hours per week and are assigned jobs within the college's departments.

GUARANTEED STUDENT LOANS (GSL)

A Guaranteed Student Loan is a long-term, low-interest loan designed to provide students with additional funds for their educational expenses. To qualify for a GSL, you must demonstrate financial need and meet the federal eligibility requirements. In addition, undergraduate applicants are required to have their eligibility for a Pell Grant determined before they may be certified for a GSL. LOANS MUST BE REPAID.

The amount you may borrow is based on several considerations, including:

*Your demonstrated need, as calculated based on several guidelines.
*Your expected family contribution.
*The total cost of education at Fredd State.
*The amount of aid you will receive under other financial aid programs.
*The amount you have already borrowed.

The maximum amount you may be eligible to borrow as an undergraduate student is $2625 for the 1st and 2nd academic school year. For new borrowers, the current interest rate is 8 percent. The federal government pays your interest charges while you are in school. Repayment (including interest) begins 6 months after you leave school or drop below half-time status. Additional information is available in the Financial Aid Office.

ALABAMA STUDENT ASSISTANCE GRANT PROGRAM

The Alabama Commission on Higher Education makes grants available to Alabama residents who demonstrate financial need and enroll at an eligible postsecondary institution. Students who have been residents of Alabama for

at least one year prior to the time of making application are eligible. These grants are approximately $300 per year when funds are available.

SCHOLARSHIPS

ACADEMIC SCHOLARSHIPS are awarded by the college each year to high school seniors and GED graduates who have demonstrated academic promise and achievement. These awards are given by waiver of tuition for the duration of the student's course of study, provided they maintain an overall 3.0 grade point average (B). Students are selected based on their high school transcript and three letters of recommendation from the counselor, principal, or instructors. Recipients are notified in writing of their award and the conditions governing the scholarship. Contact the Financial Aid Office or your high school counselor for additional information.

SENIOR ADULT SCHOLARSHIPS are available to senior citizens who are at least 60 years of age by waiver of tuition. Students must be accepted into a regular program and attend on at least a half-time basis. The scholarship does not cover registration fees, books, or supplies.

THE L. V. HALL SCHOLARSHIP was established by Mr. L. V. Hall, a prominent civic leader in Tuscaloosa. This award is based on need and academic achievement, and is given annually to assist worthy students who wish to pursue technical training at Fredd State. The amount of the award varies. Contact the Financial Aid Office for additional information. Other scholarships are awarded based on need and achievement by various civic organizations, the alumni association, businesses, and churches. Information will be posted on the Financial Aid bulletin board as these awards become available.

OTHER PROGRAMS

JOB TRAINING PARTNERSHIP ACT (JTPA) sponsors certain students in accordance with established guidelines. Applications and additional information may be obtained from the State Employment Office: 2210 8th Street, Tuscaloosa, AL 35401.

THE RURAL ALABAMA DEVELOPMENT ASSOCIATION provides educational assistance to those students who have either past or present farm backgrounds. Contact the Dean of Students for additional information or apply directly by calling or visiting the office: 309 Greensboro Street, Eutaw, AL 35462 - 372-9331.

VETERANS BENEFITS are available for certain armed service veterans and dependents who qualify under the War Orphans Educational Assistance Act, the Veterans Educational Assistance Act, or the Veterans Readjustment Benefits Act of 1966. Contact the Registar for further information and assistance.

VETERANS WORK—STUDY may be offered to veterans who are enrolled in school on a fulltime basis and using the G. I. Bill. Contact the Veterans Adminstration Medical Center in Tuscaloosa. Call 553-3760, Ext. 2544 for more information. Limited work-study assignments are available for non-veteran students.

VOCATIONAL REHABILITATION benefits are available for students who have physical or mental conditions that interfere with their ability to work. This program can provide tuition assistance, and in some cases, assistance in the purchase of books and tools. Eligibility must be established through the Vocational Rehabilitation Service located at 1107 6th Street, East, Tuscaloosa, AL 35403. Contact the Dean of Students for additional information.

APPLICATION PROCEDURES

Submit a complete application for admission to Fredd State accompanied by a non-refundable $5 application fee. We do not make awards to students who have not completed the admission requirements.

Complete the U. S. Department of Education's APPLICATION FOR FEDERAL STUDENT AID. Applications and assistance in completing this form are available in the Office of Student Financial Aid. Your high school counselor will also provide you with assistance. Within 4 to 6 weeks after you have completed and mailed this application to the central processor, you will receive a Student Aid Report (SAR). The Student Aid Report establishes your eligibility or ineligibility for a Pell Grant as well as other

financial aid. The SAR may request additional information or may include a number called a Student Aid Index. We will use this number to determine whether you may be able to receive a Pell Grant. Even if you don't qualify for a Pell Grant, you may still qualify for some other type of aid. Bring or mail your Student Aid Report to the Financial Aid Office immediately where you may be required to submit additional documentation.

An institutional applicationis required for students applying for assistance in addition to Pell Grant. You will be notified in writing of your financial aid award. PRIORITY consideration is given to "completed" applications received by June 1 of the award year. Awards will be made as long as funds are available. There is no official deadline.

TRANSFER STUDENTS

Students who have attended another postsecondary institution must have their former college or university to send a Financial Aid Transcript to the Office of Student Financial Aid at Fredd State. This regulation applies whether or not you receive financial aid at the previous school, and whether or not you completed a course of instruction or earned any credits. If you are receiving Federal student aid, a duplicate copy of the original Student Aid Report must be requested from the Federal processor, and all three copies submitted to the Financial Aid Office. Contact the Financial Aid staff for additional information and assistance. Remember, financial aid does not automatically transfer with you.

PELL GRANT VOUCHERS

During the registration period for each quarter, eligible students who have submitted a valid Student Aid Report (SAR) may sign a voucher allowing the Business Office to deduct tuition and book charges based on their scheduled award for the quarter. When awards are not sufficient to cover such charges, students must pay the difference from personal or other financial aid resources.

PAYMENTS

Financial aid payments are made by the Business Office. School identification is required.

PELL GRANT disbursements are made by check at 1:30 p.m. one week following the midterm of each quarter. You will be notified of the exact date. If tuition and / or book charges have been deducted and credited to your account, a receipt for such will be given you along with the balance payable.

SEOG disbursements are paid by check on a quarterly basis. Students awarded this grant will be notified each quarter of the date and time checks will be available.

COLLEGE WORK—STUDY checks are paid monthly to students assigned to this program. Checks are issued on the 5th school day of the following month unless otherwise notified. Students are paid for hours completed the prior month.

GUARANTEED STUDY LOAN checks are mailed to the school by the lenders and are issued quarterly. Eligible students are notified when to pick up these checks. Checks will not be issued to students whose attendence is less than half-time.

REFUND POLICY

Students who register for classes and later withdraw, regardless of the reason, are subject to the school refund policy. This policy may be found in the college catalog and student handbook.

REPAYMENT POLICY

Students will be required to repay a portion of the financial aid paid for other than tuition and books if the amount advanced to the student is, according to the last date of attendance, determined to be in excess of the cost of education for the period enrolled. The amount of the overpayment will be determined in accordance with established accounting procedures. Students will ne notified in writing of the overpayment which must be paid before they are entitled to additional federal aid at Fredd State or any other postsecondary institution.

VERIFICATION

Verification simply means that the information reported by you on the Application for Federal Student Aid will have to be documented for accuracy. The effectiveness of the Federal student financial aid programs depends, in large part, on the accuracy of the information reported by applicants. If your application is selected for verfication, you may be asked to prove that the following is correct:

*Income
*Federal income tax paid
*Your household size
*Your status as an independent student (if you filed as such)
*The number of family members enrolled in postsecondary education at least half-time
*Any untaxed income and benefits received

The verification process is complete when the applicant has:
--submitted all requested verification documents to the Financial Aid Administrator;
--made all necessary corrections on Part 2 of the SAR;
--signed and submitted the corrected Part 2 of the SAR to the Department of Education's central processor; and,
--submitted to the school the corrected/reprocessed SAR received from the Department of Education's central processor.

Failure to provide proof of required items means that you will not receive Federal financial aid. Payments will be withheld until the verification process is complete. The DEADLINE for completing the verification process is 60 days from the applicant's last date of enrollment in the case of an applicant who leaves school because of graduation, completion of an academic term, or withdrawal. Any person who intentionally makes false statements or misrepresentations on a Federal aid application is violating the law and is subject to fine or imprisonment or both.

SATISFACTORY ACADEMIC PROGRESS

All students enrolled at C. A. Fredd State Technical College are required to demonstrate satisfactory academic progress as a condition for continued eligibility of Federal student aid. Satisfactory academic progress is measured in terms of the student's ability to progress in all classes at a rate which will insure completion of a prescribed program in a normal time frame--a period not exceeding 50% of the scheduled program. Individual exceptions will be made for students who are required to take remedial classes. Students who earn less than an overall 2.0 grade point average (70%) on a 4.0 scale at the end of a quarter will be placed on probation for one quarter. Financial aid will be continued during this quarter, however, additional financial aid will be withheld until the required average is achieved. Students may be allowed to continue enrollment at their own expense. A student whose financial aid has been terminated may be reinstated when the required

grade point average is restored. However, financial aid is not made retroactive to cover the periods when the student was ineligible.

STUDENT CONSUMER RIGHTS AND RESPONSIBILITIES

Your college education will cost you time and money. It's a big investment and you should make every effort to read the various publications designed to help you pursue your educational goals.

You have the RIGHT to ask a school:

The names of its accrediting or licensing organizations.
About its programs; its instructional, laboratory, and other physical facilities; and its faculty.
What the cost of attending is, and what its policy is on refunds to students who drop out.
What financial assistance is available, including information on all federal, state, local, private, and institutional financial aid programs.
What the procedures and deadlines are for submitting applications for each available financial aid program.
What criteria it uses to select financial aid recipients.
How financial need is determined.
How much of your financial need, as determined by the institution, has been met.
How and when you will be paid.
To explain each type and amount of assistance in your financial aid package.
To reconsider your aid package, if you believe a mistake has been made.
How the school determines whether you are making satisfactory progress, and what happens if you are not.
What interest rate is on any loan that you have, the total amount you must repay, the length of time you have to repay, when you must start repaying, and any cancellation and deferment provisions that apply.
If you are offered a work-study job--what kind of job it is, what hours you must work, what your duties will be, what the rate of pay will be, and how and when you will be paid.
What speical facilities and services are available to the handicapped.

IT IS YOUR RESPONSIBILITY TO:

Review and consider all information about the school's program before you enroll.

Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay your receiving financial aid.

Provide all additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which you submitted your application.

Read, understand, and keep copies of all forms you are asked to sign.

Comply with the provisions of any promissory note and all other agreements you sign.

Notify your school of a change in your name, address, or attendance status (half-time or full-time). If you have a loan, you must also notify your lender of these changes. Notify the Financial Aid Office of any additional financial aid not included in your award letter.

Use funds solely for educational expenses related to your attendances at Fredd State.

Perform in a satisfactory manner the work agreed upon in a College Work-Study job.

Know and comply with deadlines for application or reapplication for aid.

Understand your school's refund policy.

STUDENT ACTIVITIES

Fredd State encourages activities and organizations within the college that will assist in the promotion of its principles and objectives. Student activities require approval of the college administration. The majority of the student activities are sponsored through the Student Government Association.

Some of the activities that students are involved in are:

1. Thanksgiving and Christmas food baskets
2. Blood Drives
3. Student/faculty family picnic
4. Programs on Drug Abuse and Alcoholism
5. Participation in special assembly programs
6. Christmas Parade
7. Fashion Shows

STUDENT GOVERNMENT ASSOCIATION

The student governing body of Fredd State is the Student Government Association. The Association consists of a representative from each of the 13 programs. The officers are president, vice-president, secretary and treasurer. These officers are elected from the 13 official representatives by the student body at the beginning of each school year. The purpose of the SGA is to serve and represent the student body and help provide campus activities to enhance the student's enjoyment of college life; to promote a sense of loyalty and school spirit; to foster cooperation and understanding among students, faculty and administration; and to stimulate personal growth and social development.

BUCKLEY—PELL AMENDMENT

Fredd State Technical College is in full compliance with the Buckley-Pell Amendment to the Family Educational Rights and Privacy Act of 1974. Under this law students (as well as their parents or guardians, if the students are still "dependents" according to the Internal Revenue Code definition of "dependents") have the right to review their educational records. A written request must be submitted to the Office of Student Services prior to the review. An appointment will then be arranged for this review. The college will give out "Directory Information" unless otherwise notified. (See Directory Information below.) A written request or a signed release must be submitted for release of transcripts or information to other schools or employers. Necessary information "in connection with a student's application for, or receipt of, financial aid" may be legally released without obtaining prior permission from the student. A copy of the Buckley-Pell Amendment will be made available on request.

DIRECTORY INFORMATION

The following items are considered Directory Information and may be available regarding students at Fredd State without prior consent. This information is considered part of the public record:

1. Name
2. Address
3. Telephone number
4. Date and place of birth
5. Name of program
6. Dates of attendance
7. Date of graduation
8. Most recent educational institution attended

Each student is entitled to request that any or all of this information not be made available to the public. Such request must be made in writing and submitted to the Registrar's Office immediately.

LIVE—WORK PROJECTS

Administration and control of live work in accordance with State Board of Education policies are the responsibilities of the President of this school. All live work performed must be approved by the President or the President's representative.

Live work will be performed in specific projects for specific individuals and organizations. The scope and extent of each project will be well-defined before acceptance. Live work projects can be conducted for:

1. Employees and students at this school.
2. Tax supported programs and institutions.
3. Charitable organizations which are supported by donations.
4. Public employees.

RELEASE OF SCHOOL LIABILITY

The person, program, institution, or organization for which live work is done shall:

1. Assume all responsibility for the results of the work being done by students;
2. Bear all actual cost of materials and parts involved; and
3. Pay a service charge according to the following schedule as prescribed by the section on service charges and established by the President of the school to cover indirect expenses.

SERVICE CHARGES FOR LIVE WORK PROJECTS

The total charges (cost plus a service charge) for live work will be either:

1. Cost plus 10% (students, faculty & staff)
2. Cost plus 20% (all others)
3. A minimum charge of one dollar provided cost plus service charge is less than the minimum charge.

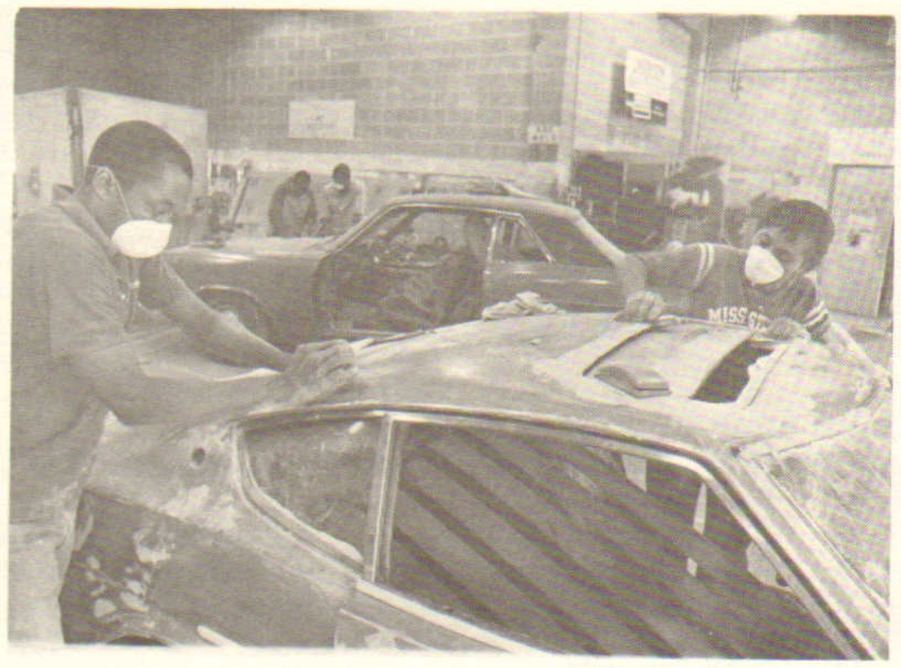
All materials for live work must be purchased through the school. All costs must be paid to the business office where a paid receipt will be issued. This receipt must be presented to the instructor to the shop where the work was done before the article upon which the work was done can be removed from the school grounds.

RESTRICTIONS ON LIVE WORK

To avoid competition with private enterprise, live work is restricted as follows:

1. Live work will be done only when it is essential to training and necessary for the acquisition of occupational skills leading to employment.

2. Live work will not be performed when there is any connection with or relation to the making of a financial profit by a program, organization, institution, or individual.
3. No person regardless of his connections shall use the State Technical Colleges for personal gain or profit.
4. Before any work order may be issued on an automobile, a tag receipt must be presented in the business office. Such receipt must be in the name of the eligible individual or organization.



AUTO BODY REPAIR

8 Quarters

This course is designed to train students to repair damaged bodies and body parts of automotive vehicles, such as automobiles and light trucks. A student learns to examine damaged vehicles and estimate cost of repairs, remove upholstery, accessories, electrical and hydraulic window-and-seat operating equipment, and trim to gain access to vehicle body and fenders. The student also gains skills in straightening bent frames using hydraulic jack and pulling devices. He/she also learns to straighten, file, grind, and sand repaired surfaces using power tools and hand tools, and to refinish repaired surfaces after performing body repairs.

AUTO BODY REPAIR

	T	L	Credit
FIRST QUARTER			
ABR 111 - Orientation	3		3
ABR 112 - Safety	2		2
ABR 161 - Safety Lab		5	2
ABR 113 - Oxyacetylene Welding	2		2
ABR 162 - Oxyacetylene Welding Lab		5	2
ABR 114 - Arc Welding	3		3
ABR 163 - Arc Welding Lab		5	2
RMA 111 - Related Mathematics	5		5
	15	15	21
SECOND QUARTER			
ABR 121 - Sheet Metal Repair	10		10
ABR 171 - Sheet Metal Repair Lab		15	5
RCS 111 - Related Communications	5		5
	15	15	20
THIRD QUARTER			
ABR 131 - Panel Replacement	5		5
ABR 181 - Panel Replacement Lab		10	3
ABR 132 - Panel Alignment	5		5
ABR 182 - Panel Alignment Lab		10	3
	10	20	16
FOURTH QUARTER			
ABR 141 - Electrical Systems	10		10
ABR 191 - Electrical Systems Lab		20	7
	10	20	17
FIFTH QUARTER			
ABR 211 - Estimating	5		5
ABR 261 - Estimating Lab		10	3
ABR 212 - Damage Reporting	5		5
ABR 262 - Damage Reporting Lab		10	3
	10	20	16
SIXTH QUARTER			
ABR 221 - Refinishing and Painting	10		10
ABR 271 - Refinishing and Painting Lab		20	7
	10	20	17

SEVENTH QUARTER			
ABR 231 - Glass Replacement	5		5
ABR 281 - Glass Replacement Lab		10	3
ABR 232 - Frame Straightening	5		5
ABR 282 - Frame Straightening Lab		10	3
	10	20	16
EIGHTH QUARTER			
ABR 242 - Fiberglass Repair	10		10
ABR 291 - Fiberglass Repair Lab		20	7
	10	20	17

AUTO BODY REPAIR COURSE DESCRIPTIONS

ABR 111-Orientation
An introductory course that gives a summary of the program with emphasis on objectives and requirements. Students are acquainted with shop rules and the job opportunities available in body and fender repair.

ABR 112 & 161 Safety & Safety Lab
Students are taught how to correctly identify and use all tools and equipment that will be used in the shop. Safety practices are demonstrated and stressed for the protection of the individual student as well as the class as a whole.

ABR 113 & 162 - Oxyacetylene Welding & Oxyacetylene Welding Lab
An indepth study of welding outfits. Students receive practical experience in disassembling, inspecting, assembling and maintenance. Safety is emphasized.

ABR 114 & 163 - Arc Welding & Arc Welding Lab
This course is a comprehensive theory and shop experience which concentrates on the fundamentals needed in running beads and cutting.

ABR 121 & 171 - Sheet Metal Repair & Sheet Metal Repair Lab
This course deals with the basic hand power tools that are used in the repairing of distorted sheet metal. Students are acquainted with the basic characteristics of sheet metal and the practical application of these characteristics to the repair procedure.

ABR 131 & 181-Panel Replacement and Panel Replacement Lab

This course covers the procedures and principles utilized in replacing bolt-on and weld-on panels. A study is also made of interior/exterior trim and hardware. Practical applications are made on live work projects that are brought into the shop.

ABR 132 & 182-Panel Alignment and Panel Alignment Lab

This course explains the purpose of diagonal checking and carries the student through the phases of alignment procedures with hands on demonstrations.

ABR 141 & 191-Electrical Systems and Electrical Systems Lab

Diagnosis of problems by visual inspection and testing procedures.

ABR 211 & 261-Estimating and Estimating Lab

A detailed study in using collision guides with emphasis on computing overlap and special charges.

ABR 212 & 262-Damage Reporting & Damage Reporting Lab

A study of reference materials used in determing repair and replacement costs for damaged vehicles.

ABR 221 & 271-Refinishing and Painting & Refinishing and Painting Lab

This course teaches the student how to paint and refinish the bodies of cars and trucks and the interior parts attached to it. It includes a study of painting supplies, equipment such as spray guns, preparing the surface, painting problems and safety elements.

ABR 231 & 281-Glass Replacement & Glass Replacement Lab

This course teaches the student how to remove and replace stationary glass in vehicles. This includes windshield, rear windows and side windows. Students will apply knowledge learned in the classroom to actual live work projects that are brought into the shop.

ABR 232 & 282-Frame Straightening & Frame Straightening Lab

A theory and lab class where students are taught the basic principle of frame construction and repair. The course will teach students how to identify, select and demonstrate the use of tram and centering gauges; stationary and portable frame alignment equipment will also be included.

ABR 242 & 291-Fiberglass Repair & Fiberglass Repair Lab

This advanced course describes the procedures used in repairing body parts constructed of fiberglass. A study is made of the characteristics of fiberglass bodies and repair materials. Practical applications are carried out in the lab through specialized shop activities and live work brought into the shop.

BARBERING
5 Quarters

A barber is often thought of as a person who just cuts hair. But with the rapidly increasing interest in total grooming, many contemporary barbers now provide a wide variety of services for customers. These services include: hairstyling, hair coloring, shampoos, hair and scalp treatment, facials, shaves, and trimming beards and mustaches. The recommending and selling of grooming aids are important collateral services. Through specialized knowledge and an up-to-date awareness of current trends, a barber can suggest hair styles to suit individual customers. Advice can also be given on treatment and cure of hair and scalp problems.

BARBERING

FIRST QUARTER	T	L	Credit
BAR 111 - Orientation & Personal Hygiene	2		2
BAR 161 - Introduction to Barbering Practicum		3	1
BAR 112 - Lab. Skills Theory I	5		5
BAR 162 - Lab Skills Theory I Practicum		5	2
BAR 113 - Anatomy, Physiology & Bacteriology	5		5
BAR 163 - Anatomy, Physiology & Bacteriology Practicum		5	2
RMA 111 - Related Mathematics	5		5
	17	13	22
SECOND QUARTER			
BAR 121 - Lab Skills II	5		5
BAR 171 - Lab Skills II Practicum		5	2
BAR 122 - Anatomy & Physiology II	5		5
BAR 172 - Anatomy & Physiology Practicum II		5	2
BAR 123 - Skin & Hair Care	2		2
BAR 173 - Skin & Hair Care Practicum		3	1
RCS 111 - Related Communication Skills	5		5
	17	13	22
THIRD QUARTER			
BAR 131 - Hair Styling I	5		5
BAR 181 - Hair Styling Practicum I		5	2
BAR 132 - Elem. Chemistry & Cosmetic Prep.	5		5
BAR 182 - Elem. Chemistry & Cosmetic Prep. Practicum		5	2
BAR 133 - Laboratory Skills III	5		5
BAR 183 - Laboratory Skills Practicum III		5	2
	15	15	21
FOURTH QUARTER			
BAR 141 - Laboratory Skills IV	5		5
BAR 191 - Laboratory Skills Practicum IV		10	3
BAR 142 - Hair Styling II	5		5
BAR 192 - Hair Styling Practicum II		10	3
	10	20	16
FIFTH QUARTER			
BAR 211 - Shop Management	5		5
BAR 261 - Practicum		25	8
	5	25	13

COURSE DESCRIPTIONS—BARBERING AND HAIR STYLING

BAR 111 Orientation and Personal Hygiene - Includes a study of the history of barbering, barbering as a profession, ethics of barbering, and individual hygiene, diet, posture, and exercise.

BAR 161 Introduction to Barbering Practicum - Consists of skills and techniques of barbering with emphasis on preparation of the patron; the basic techniques of hair cutting, shampooing, shaving, and giving facials.

BAR 112 Laboratory Skills Theory I - A study of bacteriology, sanitation, and sterilization as well as knowledge of all systems of the body and how they relate to the skin and hair structure; how to recognize common skin diseases; how to determine the use and purpose of light therapy; and using basic chemistry in the barbering profession.

BAR 162 Laboratory Skills Theory I Practicum - Practical applications of the theory in BAR 112.

BAR 113 Anatomy, Physiology and Bacteriology I - Continuation of BAR 112 and 162.

BAR 163 Anatomy, Physiology and Bacteriology I Practicum - Practical applications of the theory taught in BAR 112, 162 and 163.

BAR 121 Laboratory Skills II - The practical use of barbering skills are emphasized, such as the refinement of shaving, hair cutting, shampooing, and giving facials.

BAR 171 Laboratory Skills II Practicum - Performance applications of the theory in BAR 121.

BAR 122 Anatomy and Physiology II - An advanced phase of the theory taught in BAR 112 and 113.

BAR 172 Anatomy and PhysiologyPracticum II - Practical applications of BAR 122.

BAR 123 Skin and Hair Care - A study of massage manipulation, muscle tone, and treatment for skin and scalp disorders.

BAR 173 Skin and Hair Care Practicum - Practical applications of the barbering theory in BAR 123.

BAR 131 Hair Styling I - A study of the techniques of razor cutting, selecting different types of cuts, blunt cutting, cutting curly hair, and methods of selecting hair styles to fit the patron's face.

BAR 181 Hair Styling I Practicum - Practical application of the barbering theory taught in BAR 131.

BAR 132 Elementary Chemistry and Cosmetic Preparation - A study of the chemical composition of cosmetic products and their proper uses in servicing the skin and hair.

BAR 182 Elementary Chemistry and Cosmetic Preparation Practicum - Practical applications of the theory in BAR 132.

BAR 133 Laboratory Skills III - A continuation of BAR 121 (Practical Arts).

BAR 183 Laboratory Skills III Practicum - Students are required to demonstrate skills and provide service on a professional level.

BAR 141 Laboratory Skills IV - Continuation of BAR 112-113.

BAR 191 Laboratory Skills IV Practicum - Practical applications of the barbering theory taught in BAR 141.

BAR 142 Hair Styling II - A study of the practical uses of various techniques in special style cuts.

BAR 192 Hair Styling II Practicum - Performance applications of the theory taught in BAR 142.

BAR 144 Communciation Skills - a study of the art of effective communication as it relates to sales, promotion, and advertising.

BAR 211 Shop Management - Discussion of the planning, business mathematics, State Board laws, and business ethics.

BAR 261 General Review and Practice - Preparation for State Board exam.

CARPENTRY
6 Quarters

The instructional program is divided between classroom theory and shop practice. Course content consists of safety, use and care of hand tools and power equipment and the application of common building materials. Instruction includes foundations, exterior finishing, roof framing, blueprint reading, estimating materials, related mathematics and communications.

During the next few years, the growth of building construction will result in an increasing demand for construction of homes, schools, churches, stores, public institutions, and many types of buildings and recreational facilities.

When training is completed, the carpentry graduate will be qualified for a broad range of job opportunities such as supervisor, foreman, inspector, and contractor. For those who have the ability and are willing to work, the field of carpentry is unlimited.

CARPENTRY

	T	L	Credit
FIRST QUARTER			
CRP 111 - Orientation and Shop Safety	2		2
CRP 161 - Orientation and Shop Safety Lab ..		3	1
CRP 112 - Cutting, Shaping and Fastening .	5		5
CRP 162 - Cutting Shaping and Fastening Lab		5	2
CRP 113 - Building Site Preparation	5		5
CRP 163 - Building Site Preparation Lab...		5	2
RMA 111 - Related Mathematics	5		5
	17	13	22
SECOND QUARTER			
CRP 121 - Concrete Forms	2		2
CRP 171 - Concrete Forms Lab		3	1
CRP 122 - Floor Framing	5		5
CRP 172 - Floor Framing Lab		5	2
CRP 123 - Wall Framing	5		5
CRP 173 - Wall Framing Lab		5	2
RMA 112 - Related Math	5		5
	17	13	22
THIRD QUARTER			
CRP 131 - Roof and Ceiling Framing I	5		5
CRP 181 - Roof and Ceiling Framing Lab I		5	2
CRP 132 - Blueprint Reading I.....	5		5
CRP 182 - Blueprint Reading Lab		10	3
RCS 111 - Related Communication	5		5
	15	15	20
FOURTH QUARTER			
CRP 141 - Materials and Ordering	10		10
CRP 191 - Roofing Lab II.....		20	7
	10	20	17
FIFTH QUARTER			
CRP 211 - Exterior Finishing	5		5
CRP 261 - Exterior Finishing Lab		10	3
CRP 212 - Interior Finishing	5		5
CRP 262 - Interior Finishing Lab		10	3
	10	20	16
SIXTH QUARTER			
CRP 221 - Stair Construction	5		5
CRP 271 - Stair Construction Lab		20	7
CRP 222 - Blueprint Reading II	5		5
	10	20	17

CARPENTRY COURSE DESCRIPTIONS

CRP 111 & 161-Orientation and Shop Safety and Orientation and Shop Safety Lab

Students receive information on shop procedures, history of carpentry, books and tools required and future employment outlook for the program. Safety regulations are outlined and students are taught the proper uses and operations of hand and power tools and equipment.

CRP 112 & 162-Cutting, Shaping, and Fastening and Cutting, Shaping, and Fastening Lab

A detailed study of measuring, cutting, shaping and assembling lumber. Practical applications are demonstrated in the shop to support the principles taught.

CRP 113 & 163-Building Site Preparation & Building Site Preparation Lab

This course will provide the student with the basic skills of locating property lines, setting grade stakes, excavating and building layouts.

CRP 121 & 171-Concrete Forms and Concrete Forms Lab

This course teaches the student how to prepare forms to hold concrete and other materials until solidification takes place and proper removal of same. A general knowledge with practical applications of anchor framing for special openings will also be given.

CRP 122 & 172-Floor Framing & Floor Framing Lab

A study of the technical language used in floor framing. Students explore the parts of floor framing and installation practices.

CRP 123 & 173-Wall Framing & Wall Framing Lab

This course provides the student with general knowledge of wall framing parts, terms, and various methods of framing for walls and openings. This knowledge is applied in the shop and on live work projects.

CRP 131 & 181-Roof and Ceiling Framing I & Roof and Ceiling Framing Lab I

This is a combination theory/lab course where students learn to define terms, label parts, identify and construct various type of roofs and ceilings.

CRP 132 & 182-Blueprint Reading I and Blueprint Reading Lab

This course presents a general knowledge of drafting, building symbols, specifications and building codes.

CRP 141-Materials and Ordering

This course is designed to teach the students how to recognize and classify the various types of materials used in the building process. A special segment is devoted to estimating building materials and placing orders.

CRP 191-Roofing Lab

This course allows the student to apply theory lessons in CRP 131 to advanced live work projects. The student receives training in the installation of various roofing materials used in residential construction.

CRP 211 & 261-Exterior Finishing & Exterior Finishing Lab

This course offers the student a variety of methods for installing exterior finishing materials. Students explore the use of oil-based or lates finishes, sealers and top coats, and the stucco process. Specialized lab experience is received through assigned projects and live work in the community.

CRP 212 & 262-Interior Finishing & Interior Finishing lab

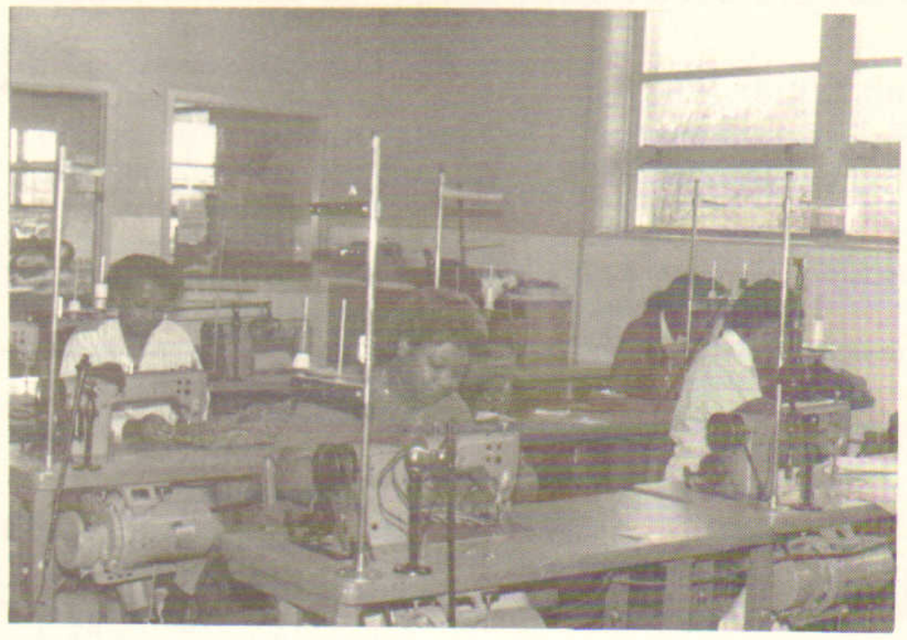
This course provides the student with an opportunity to study a variety of inside construction jobs such as finishing paneling and installing sheetrock, windows, door trims, ceiling moulding, etc. This study is applied to live work projects where the student combines theory and good safety practices for the purpose of becoming more skilled and professional in the various types of interior construction.

CRP 221 & 271-Stair Construction

Acquaints the student with the major components of stair construction. Included are design, layout, cutout, computations, and a study of related definitions. Practical application assignments are carried out in the shop.

CRP 222-Blueprint Reading II

A continuation of CRP 132. This course allows the student to become more proficient in interpreting blueprints.



COMMERICAL SEWING
6 Quarters

Commercial Sewing is an intergrated treatment of the basic techniques of the needle trades by hand and machine which embraces dressmaking, tailoring, fashion designing, and related sewing fields. The course is designed to train men and women for entrance into and progress in the needle trades to develop skills in simple and complicated sewing for the family, home, factory, and the commercially self-owned dress or tailor shop. Although the course content may be directed more specifically toward one phase than another, it establishes a basic foundation for many job classifications.

COMMERCIAL SEWING

	T	L	Credit
FIRST QUARTER			
CS 111 - Orientation and Safety	1	1	1
CS 113 - Industrial Machine Operation	1	5	3
CS 114 - Basic Seams and Seam Finishes	1	4	2
CS 115 - Trade Technology	1	0	1
CS 116 - Skirts and Ladies Pants Construction	1	10	4
CS 117 - Related Mathematics	5	0	5
	10	20	16
SECOND QUARTER			
CS 121 - Blouses and Shirts Construction	5	7	7
CS 122 - Industrial Machine Operation	1	7	3
CS 123 - Home Machine Operation	1	4	2
RCS 111 - Related Communication Skills	5	0	5
	12	18	17
THIRD QUARTER			
CS 131 - Dressmaking	5	10	8
CS 132 - Industrial Machine Operation	2	5	4
CS 133 - Alterations and Fitting	3	5	5
	10	20	17
FOURTH QUARTER			
CS 141 - Men's Trousers, Slacks, and Shorts	5	12	9
CS 142 - Lingerie	2	3	3
CS 143 - Industrial Machines	3	5	5
	10	20	17
FIFTH QUARTER			
CS 211 - Ladies Jackets, Coats, and Vests	5	15	10
CS 212 - Industrial Machines	5	5	7
	10	20	17
SIXTH QUARTER			
CS 221 - Men's Suits and Top Coats	5	10	8
CS 222 - Complex' Alterations	3	5	5
CS 223 - Industrial Machines	2	5	4
	10	20	17

COMMERICAL SEWING COURSE DESCRIPTIONS

CS 111-Orientation and Safety
Historical background and important facts about the needle trades; general safety regulations; shop organization and management; types of tools and equipment and how to care for and use them safely and efficiently.

CS 113-Commercial Machine Operation
Covers the identification of parts and the care of the straight stitch and overlock machines; safety regulations for sewing machine operators; threading the machines and making minor adjustment. Practical application on skirts and pants.

CS 114-Basic Seams and Seam Finishes
Acquiring speed, accuracy and control in stitching; theory and practical application used in the construction of basic seams and seam finishes.

CS 11-Trade Technology
Theoretical and practical application of grain, unit construction and other trade terminology.

CS 116-Skirts and Ladies Pants Construction
Taking measurements for skirts and pants; pattern and fabric selection; pattern and fabric preparation; pattern layout and cutting; construction details; finishing details; basic hand stitches; garment fitting and necessary alterations.

CS 117-Shop Mathematics
Multiplication, addition, subtraction and division of whole numbers and fractions; reading measuring devices; business mathematics.

CS 121-Blouses and Shirts Construction
Taking measurements for blouses and shirts; pattern and fabric selection; layout and cutting; construction details; assembling, finishing details; fitting and necessary alterations; acquiring speed, accuracy and control in stitching.

CS 122-Commerical Machine Operation
Orientation to button-sewing machine; safety procedures involving machine operation. Practical application of machine on blouses and shirts.

CS 123-Home Machine Operation
Orientation to zig-zag sewing machine for buttonhole construction. Practical application on blouses and shirts.

CS 124-Communication Skills
Vocabulary building and spelling; using the dictionary; using word power.

CS 131-Dressmaking
Body measurements; pattern and fabric selection; layout and cutting; construction details; assembling; fitting and necessary alterations; finishing details; pressing; pattern restyling; acquiring spped, accuracy, and control in stitching.

CS 132-Commercial Machine Operation
Orientation to blindhemmer. Safety procedures and practical application on dresses.

CS 133-Alterations and Fitting
Lengthening and shortening pattern and garment alterations; reducing and enlarging pattern and garment alterations; repairs.

CS 141-Men' Trousers, Slacks, and Shorts
Proper measurement procedures; related theory and technical terms; commerical and drafted patterns; layout and cutting; construction of details including but not limited to welt, bound, and slot pockets. Finishing details; fitting and necessary adjustments; hand and machine pressing; acquiring speed, accuracy, and stitch control.

CS 142-Lingerie
Patterns; grain, layout, and cutting procedures; laces elastics and trims; construction details of panties, girdles, boxer shorts, half and/or whole slips, gowns, and pajamas; acquiring speed, accuracy, and stitch control.

CS 143-Commercial Machines
Orientation of bar tack machine; threading and safety procedures, practical application to men's trousers.

CS 211-Garment Construction-Ladies Jackets, Coats, and Vests
Selection of style or model design; commercial and drafted patterns; tailoring techniques; pattern layout; construction details; fittings and adjusting; finishing details; pressing-off: acquiring speed, accuracy, and stitch control.

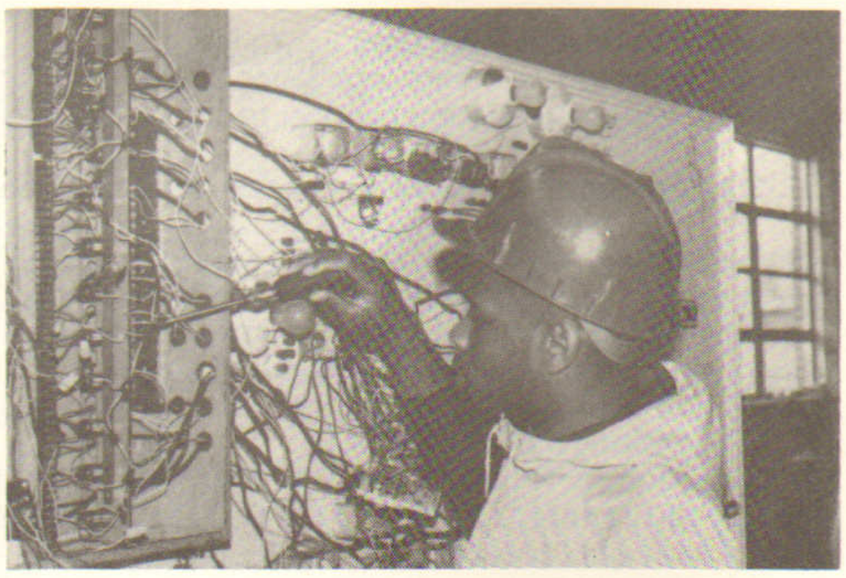
CS 212-Commercial Machines
Orientation of Reese Buttonhole Machine; threading and safety procedures; practical application on jackets and vests.

CS 221-Garment Construction-Men's Suits and Top Coats

Selection of style or model design; commercial and drafted patterns; tailoring techniques; layout and cutting; construction details; fitting and adjusting; finishing details; pressing-off; acquiring speed, accuracy and stitch control.

CS 222-Complex Alterations
Coordinating Basic Principles with Manipulative Techniques.

CS 223-Commercial Machines
Orientation of Double Chain Stitch Machine; threading and safety procedures; practical applications of seams on different fabrics.



ELECTRICITY/ELECTRONICS
8 QUARTERS

This program provides the basic principles of electrical power distribution technology. The student is prepared for employment or advancement in a field of electrical installation in new buildings, wiring of old buildings, electrical maintenance and repair, and troubleshooting of electrical equipment and installations. Upon completion of a 24-month curriculum in Electricity, the graduates are qualified for the following positions:

*Electrician
*Electrical Appliance Repairman
*Field Estimator
*Laboratory Test Technician

The surrounding and working conditions of the electrical trade are favorable to the worker. It offers opportunities for indoor and outdoor work. Working hours and conditions permit the electrical worker to find pleasure in doing a first-class job. On many jobs, the electrical worker has the opportunity to deal with customers; therefore, personal conduct of the craftsman affects future advancement of the electrical field and industry.

The opportunity is open for the electrical worker to become a first-class journeyman by understanding new phases of the electrical field. From first-class journeyman, he/she can advance to the position of foreman or contractor.

ELECTRONICS/ELECTRICITY

FIRST QUARTER			
ELE 111 - Orientation	1		1
ELE 112 - Ohm's Law	2		2
ELE 113 - Basic Wiring Techniques	2		2
ELE 161 - Basic Wiring Techniques Lab		9	3
ELE 114 - Connecting Switches	2		2
ELE 162 - Connecting Switches Lab		9	3
RMA 111 - Related Mathematics	5		5
	12	18	18
SECOND QUARTER			
ELE 121 - Wiring Circuits	3		3
ELE 171 - Wiring Circuits Lab		9	3
ELE 122 - Wiring for Lights and Outlets	4		4
ELE 172 - Wiring for Lights and Outlets Lab.		9	3
RMA 112 - Related Mathematics	5		5
	12	18	18
THIRD QUARTER			
ELE 131 - Residential Wiring and Installation I	3		3
ELE 181 - Residential Wiring and Installation Lab I		8	3
ELE 132 - Installing Special Purpose Circuits	3		3
ELE 182 - Installing Special Purpose Circuits Lab		8	3
ELE 133 - Blueprint Reading	3		3
RCS 111 - Related Communication Skills	5		5
	14	16	20
FOURTH QUARTER			
ELE 141 - Residential Wiring and Installation II	3		3
ELE 191 - Residential Wiring and Installation Lab II		8	3
ELE 142 - Installing Special Purpose Circuits II	3		3
ELE 192 - Installing Special Purpose Circuits Lab II		8	3
ELE 143 - Blueprint Reading II	3		3
RCS 112 - Related Communication Skills	5		5
	14	16	20

	T	L	Credit
FIFTH QUARTER			
ELE 211 - Residential Wiring and Installation III	3		3
ELE 261 - Residential Wiring and Installation Lab III		9	3
ELE 212 - Installing Special Purpose Circuits III	3		3
ELE 262 - Installing Special Purpose Circuits Lab III		9	3
ELE 213 - Blueprint Reading III	6		6
	12	18	18
SIXTH QUARTER			
ELE 221 - Maintenance	3		3
ELE 271 - Maintenance Lab		4	1
ELE 222 - Repairing Electrical Appliances I	3		3
ELE 271 - Repairing Electrical Appliances I Lab		15	5
ELE 223 - Estimating and Electrical Specifications I	5		5
	11	19	17
SEVENTH QUARTER			
ELE 231 - Repairing Electrical Appliances II	3		3
ELE 281 - Repairing Electrical Appliances II Lab		21	7
ELE 232 - Estimating and Electrical Spec. II	6		6
	9	21	16
EIGHTH QUARTER			
ELE 241 - Installing Remote Control Lighting Systems	5		5
ELE 291 - Installing Remote Control Lighting Systems Lab		15	5
ELE 242 - Applying the National Electrical Code	10		10
	15	15	20

ELECTRICITY COURSE DESCRIPTIONS

EL 111-Orientation
This course reviews school and departmental policies and regulations and gives a brief history of the course. Current career opportunities are discussed and students are acquainted with the use and care of tools and equipment used in the shop. Safety practices and precautions are emphasized.

EL 112-Ohm's Law
Theory lessons on basic electrical concepts of current, voltage, resistance and electrical polarity.

EL 113 & 161-Basic Wiring Techniques and Basic Wiring Techniques Lab
Lab classes in which students will make joints and splices, insulate joints, connect wires to terminals and lugs.

EL 114 & 162-Connecting Switches & Connecting Switches Lab
A comprehensive theory and lab combination class that deals with connecting lighting switches such as single pole, three-way and four-way.

EL 121 & 171-Wiring Circuits and Wiring Circuits Lab
Theory and Lab instruction on measurement of devices connected in series, parallel and series-parallel.

EL 122 & 172 Wiring for Lights and Outlets and Wiring for Lights and Outlets Lab
A series of lab classes on different wiring methods such as non-metallic cable, armored cable, electrical metallic tubing, surface raceway and rigid conduct.

EL 131 & 181-Residential Wiring and Installation I & Residential Wiring and Installation Lab I
Theory and lab classes on the installation of branch circuits, service entrances, switches, receptacles, fixtures and main disc connects.

EL 132 & 182-Installing Special Purpose Circuits I and Installing Special Purpose Circuits Lab I
Theory and lab classes where the student concentrates on installing branch circuits for ranges, pumps, dryers, water heaters, dishwashers, heating and cooling systems and garbage disposals.

ELE 133-Blueprint Reading
Theory classes on reading house wiring blueprints, symbols and outlets.

ELE 141 & 191-Residential Wiring and Installation II and Residential Wiring and Installation Lab II
Advanced theory and lab lessons on grouping outlets and service entrance calculations.

ELE 142 & 192-Installing Special Purpose Circuits II and Installing Special Purpose Circuits Lab II
A theory and lab class that introduces advanced principles and procedures on branch circuit calculations for ranges, dryers, water heaters, pumps and garbage disposals.

ELE 143-Blueprint Reading II
Theory classes on how electrical wiring information is conveyed to the electrician at the construction site. Symbols and notations used on electrical drawings are emphasized.

ELE 211 & 261-Residential Wiring and Installations III and Residential Wiring and Instations Lab III
Live work classes for the advanced student on the installation of branch circuits, service entrance, switches, receptacles and fixtures.

ELE 212 & 262-Installing Special Purpose Circuits III and Installing Special Purpose Circuits Lab III
A continuation of live work classes on the installation of special purpose circuits for ranges, dryers, heating and cooling pumps, dishwashers, garbage disposals and water heaters.

ELE 213-Blueprint Reading III
Advanced classroom instruction on how specifications are used in estimating costs making electrical installations.

ELE 221 & 271-Maintenance and Maintenance Lab
This course provides live work experience on troubleshooting, checking wiring and making the necessary repairs and adjustments.

ELE 222 & 271-Repairing Electrical Appliances I and Repairing Electrical Appliances Lab I
Students will apply the principles and procedures learned in the classroom. Live work projects and shop demonstrations will be assigned on disassembling and assembling irons, toasters, mixers, rotisseries, ranges, dryers, water heaters and automatic dishwashers.

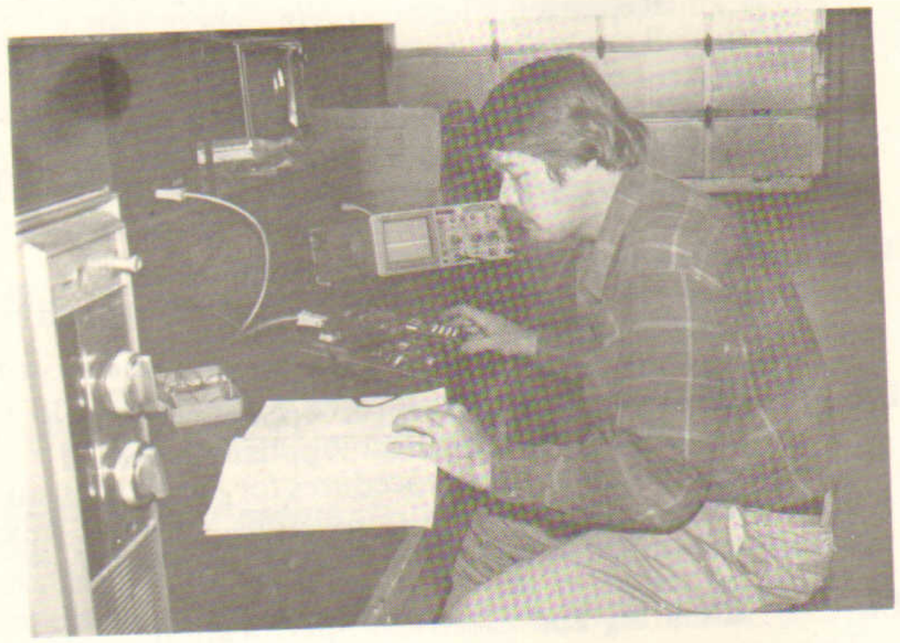
ELE 223-Estimating and Electrical Specifications I
A study of the complete process of estimating and using general specifications.

ELE 231 & 281-Repairing Electrical Appliances II and Repairing Electrical Appliances Lab II
Theory and lab classes on procedures for analyzing troubles and making necessary repairs on irons, toasters, mixers, rotisseries, range, dryers, and automatic dishwashers.

ELE 232-Estimating and Electrical Specifications
This course prepares students in wiring specifications.

ELE 241 & 291 Installing Remote Control Lighting Systems and Installing Remote Control Lab
Theory and lab classes on how to install a complete system using principles and procedures studied in the classroom.

ELE 242-Applying the National Electrical Code
Theory classes on how to apply the code to all wiring conditions.



ELECTRONICS TECHNOLOGY
7 QUARTERS

The Electronic Technology Program is designed to teach a wide spectrum of the electronics discipline; to include electronic fundamentals, solid state devices, micro-electronics, digital techniques, microprocessors, electronic communication transmission lines and antenna systems, television systems, satellite receivers, and VCR systems with some industrial application. The graduate is capable of testing, installing, repairing and adjusting typical electronic equipment and devices. The student is also instructed on the calculation and design of basic electronic circuits and systems.

ELECTRONICS TECHNOLOGY

	T	L	Credit
FIRST QUARTER:			
ETC - 111 DC Fundamentals	2	3	3
ETC - 161 DC Fundamentals Lab		10	3
MAH - 109 Math: Algebra	5		5
PHC - 208 UTC Physics I	2		2
PHC - 248 UTC Physics I Lab		3	1
or			
ETC - 112 Introduction to Electronics	2	3	3
COM - 111 Communication Skills I	5		5
	14	16	19
SECOND QUARTER			
ETC - 121 AC Fundamentals	2	3	3
ETC - 171 AC Fundamentals Lab		10	3
PHC - 209 UTC Physics II	2		2
PHC - 249 UTC Physics II Lab		3	1
or			
PHC - 201 General Physics I	5		5
ETC - 142 Electronics Fabrication	2	3	3
MAH - 125 Math: Trigonometry	5		5
	11-14	16-19	17-19
THIRD QUARTER			
ETC - 131 Solid State Devices	2	3	3
ETC - 181 Solid State Devices Lab		10	3
ETC - 141 Electronics Circuits	2	3	3
ETC - 182 Electronics Circuits Lab		10	3
	4	26	12
FOURTH QUARTER:			
ETC - 211 Digital Circuits	2	3	3
ETC - 261 Digital Circuits Lab		10	3
ETC - 212 Microprocessor Basic	2	3	3
ETC - 262 Microprocessor Basic Lab		10	3
	4	26	12
FIFTH QUARTER:			
ETC - 221 Microprocessor Interfacing	2	3	3
ETC - 271 Microprocessor Interfacing Lab		10	3
ETC - 222 Electronic Communication	2	3	3
ETC - 272 Electronic Communication Lab		10	3
	4	26	12

SPECIALITY OPTION
COMPUTER ELECTRONICS TECHNOLOGY

		T	L	Credit
SIXTH QUARTER				
CRT - 231	Microcomputer Systems Fundamentals	2	3	3
CRT - 271	Microcomputer Systems Fundamentals Lab		10	3
CRT -	Programming Fundamentals	2	3	3
CRT -	Programming Fundamentals Lab		10	3
		4	26	12
SEVENTH QUARTER				
CRT - 241	Microcomputer System Unit Repair	2	3	3
CRT - 281	Microcomputer System Unit Repair Lab		10	3
CRT - 242	Microcomputer Peripheral Repair	2	3	3
CRT - 282	Microcomputer Peripheral Repair Lab		10	3
		4	26	12

SPECIALITY OPTION
CONSUMER ELECTRONICS TECHNOLOGY

SIXTH QUARTER				
CCT - 231	Transmission Lines and Antenna Systems	2	3	3
CCT - 271	Transmission Lines and Antenna Systems Lab		10	3
CCT - 232	Television Systems	2	3	3
CCT - 272	Television Systems Lab		10	3
		4	26	12
SEVENTH QUARTER				
CCT - 241	Satellite Receivers	2	3	3
CCT - 281	Satellite Receivers Lab		10	3
CCT - 242	VCR Systems	2	3	3
CCT - 282	VCR Systems Lab		10	3
		4	26	12

ELECTRONICS TECHNOLOGY
COURSE DESCRIPTIONS

ETC 111 - DC Fundamentals
A study of basic atomic structure, methods of generating EMF, electronic laws and theorems, voltage, current, resistance, and power; insulators and conductors; analog meter scales; electronic color codes; schematic diagrams and symbols; laws and theorems used to solve problems; series and parallel circuits; series-parallel circuits and solutions to related problems using basic laws and theorems; inductance and capacitance in DC circuits; magnetism.

ETC 161 - DC Fundamentals Lab
Practical application of theory learned in ETC 111 DC Fundamentals.

***PHC 208 UTC Physics I**
To be developed

***PHC 248 - UTC Physics I Lab**
To be developed

ETC 112 - Introduction to Electronics
A fundamental study of the history of electronics, program requirements, safety, definition of terms, basic number conversions, and basic laws of physics.

ETC 121 - AC Fundamentals
A study of alternating current and its measurements; sinewave function and analysis; resistive, inductive, and capacitive circuits, vectors and phase relationships; power factor, reactance; resonance and impedance; filters; single-phase transformers; basic operation of AC test equipment.

ETC 171 - AC Fundamentals Lab
Practical application of theory learned in ETC 121 AC Fundamentals.

***PHC 209 - UTC Physics II**
To be developed

***PHC 249 - UTC Physics II Lab**

PHC 201 - General Physics

ETC 142 - Electronics Fabrication/Lab
A study of the layout, packaging, and manufacturing of electronic assemblies and systems. Layout and fabrication practices in current use by electronic equipment manufacturers will be examined.

ETC 131 - Solid State Devices
The study of atomic structures with emphasis on covalent bonding, semi-conductor device construction and characteristics of diodes, special purpose diodes, bipolar transistors, FETS thyristors, optoelectronic devices, and integrated circuits using semiconductor devices; use of measuring instruments.

ETC 181 - Solid State Devices Lab
Practical application of theory learned in ETC 131 Solid State Devices

ETC 141 - Electronic Circuits
A study of electronic circuits connected to accomplish a specific task. This course is designed to explain circuits using solid state devices in a variety of circuits configurations. Biasing and classes of operation of amplifiers are covered and a working knowledge of power supplies, oscillators and plus circuits will be attained.

ETC 182 - Electronics Circuits Lab
Practical application of theory learned in ETC 141 Electronic Circuits.

ETC 211 - Digital Circuits
A study of digital logic and digital logic systems. Basic logic gates, flip-flops, logic subassemblies such as adders, counters and shift registers are included. The circuits studied are primarily TTL and CMOS devices. Logic symbols, waveforms, timing diagrams, and wiring diagrams are studied in subassemblies. Combinational logic design is included.

ETC 261 - Digital Circuits Lab
Practical application of theory learned in ETC 211 Digital Circuits.

ETC 212 - Microprocessor Basics
An introductory study of the organization and interconnection of components of microprocessor systems. Topics include simplified machine architecture, arithmetic, logic, data-handling operations, bus concepts, interrupt concepts, subroutines, stackoperations, and elementary programming.

ETC 262 - Microprocessor Basic Lab
Practical application of theory learned in ETC-212 Microprocessor Basics.

ETC 221 - Microprocessor Interfacing/Applications
A study of memory circuits, (volatile and nonvolatile), address decoders, memory devices, input-output devices, special purpose support devices, D-to-A and A-to-D converters; parallel and serial data transfer; microcomputer troubleshooting and repair techniques.

ETC 271 - Microprocessor Interfacing/Applications Lab
Practical application of theory learned in ETC 221, Microprocessor Interfacing/Applications.

ETC 222 - Electronic Communications
A study of electronic circuits as used in basic amplitude modulation (AM) and frequency modulation (FM), and single-side band (SSB) communication systems. Included are communications fundamentals, modulation/detection techniques, and basic systems performance measurements.

ETC 272 - Electronic Communications Lab
Practical application of theory learned in ETC 222 Electronic Communications Theory.

SPECIALITY OPTION
Computer Electronics Technology

CRT 231 - Microcomputer System Fundamentals
A fundamental study in the area of installation, identification of systems and sub-systems, program writing and use of the microcomputer.

CRT 271 - Microcomputer Systems Fundamentals Lab
Practical application of theory learned in CRT 231 Microcomputer System Fundamentals.

CRT 241 - Microcomputer System Unit Repair
The study of the important areas needed to understand how to microcomputer repair. Emphasis is on: diagnostic software, timing and control signals, block diagrams, and memory maps. Also covered are procedures in preventive maintenance, MOS IC's handling, module replacement, computer memory and power supply troubleshooting.

CRT 281 - Microcomputer System Unit Repair Lab
Practical application of theory learned in CRT 241 Microcomputer System Unit Repair.

CRT 242 - Microcomputer Peripheral Repair
A study of the repair and maintenance of various microcomputer peripheral devices such as printers, disk drivers and displays.

CRT 282 - Microcomputer Peripheral Repair Lab
Practical application of theory learned in CRT 242 Microcomputer Peripheral Repair.

SPECIALITY OPTION
Consumer Electronics Technology

CCT 231 - Transmission Lines and Antenna Systems
The study of the properties of electromagnetic waves, the basic modes of wave propagation, basic types of antenna systems, basic types of transmission lines, the characteristics of impedance and impedance matching of transmission lines and the use of fiber optics and infrared devices in transmission lines.

CCT 271 - Transmission Lines and Antenna Systems Lab
Practical application of theory learned in CCT 231 Transmission Lines and Antenna Systems.

CCT 232 - Television Systems
A study of the basic principles of television transmissions, video and sound modulation principles; horizontal and vertical scanning circuits; high-voltage power supply circuits; color demodulation principles; automatic gain control and noise-cancelling circuits; the cathode ray tude (CRT) and associated circuitry; and remote control tuning circuits.

CCT 272 - Television Systems Lab
Practical application of theory learned in CCT 232 Television Systems.

CCT 241 - Satellite Receiver Systems
A study of satellite receiver systems used for entertainment, education, communications, and industry teleconferencing; the installation, repair and assembly of sytems.

CCT 281 - Satellite Receiver Systems Lab
Practical application of theory learned in CCT 241 Satellite Receiver Systems course.

CCT 242 - VCR Systems
A study of the various circuits that control the operation of a video cassette recorder. Emphasis is on adjustment procedures, both mechanical and electronic, to provide proper operation of this device.

CCT 282 - VCR Systems Lab
Practical application of theory learned in CCT 242 VCR Systems.

GRAPHIC AND PRINTING COMMUNICATIONS
6 QUARTERS

A complete course in printing is conducted by the Graphic Arts Department for the purpose of helping individuals develop careers in one of the nation's largest industries. Graduates of this course have a thorough knowledge of the principles, techniques, and equipment that are employed in the printing trade and the skills necessary to translate that understanding into finished copy.

Graphic Arts students receive extensive training in each of the six major areas of the printer's trade. Composition, Camera Processes, Layout Procedures, Platemaking, Printing Presses, and Bindery Processes.

GRAPHIC & PRINTING COMMUNICATIONS

	T	L	Credit
FIRST QUARTER			
GPC 111 - Shop Safety and Orientation	2		2
GPC 161 - Shop Safety and Orientation Lab		3	1
GPC 112 - Beginning Typewriting	5		5
GPC 113 - Type Composition and Proofreading.....	5		55
GPC 162 - Type Composition and Proofreading Lab		5	2
GPC 114 - Design, Layout and Job Composition.....	2		2
GPC 163 - Design, Layout and Job Composition Lab.....		3	1
RCS 111 - Related Communication Skills ..	5		5
	19	11	23
SECOND QUARTER			
GPC 121 - Camera and Developing I	10		10
GPC 171 - Camera and Developing I Lab ...		15	5
RMA 111 - Related Mathematics.....	5		5
	15	15	20
THIRD QUARTER			
GPC 131 - Stripping and Platemaking I	10		10
GPC 181 - Stripping and Platemaking I Lab .		15	5
RCS 112 - Related Communication Skills ..	5		5
	15	15	20
FOURTH QUARTER			
GPC 141 - Offset Presswork I.....	10		10
GPC 191 - Offset Presswork I Lab.....		20	7
	10	20	17
FIFTH QUARTER			
GPC 211 - Bindery I.....	10		10
GPC 261 - Bindery I Lab.....		20	7
	10	20	17
SIXTH QUARTER			
GPC 221 - Advanced Offset Presswork and General Printing	5		5
GPC 271 - Advanced Offset Presswork and General Printing Lab		10	3
GPC 222 - Bindery II	5		5
GPC 272 - Bindery II Lab		10	3
	10	20	16

GRAPHIC AND PRINTING COMMUNICATIONS COURSE DESCRIPTIONS

GPC 111 & 161-Shop Safety and Orientation & Shop Safety and Orientation Lab
This is a theory and lab combination class which gives students a history of the basic processes of lithography. Shop safety is stressed and students are taught how to properly use shop tools and equipment. College regulations and standards unique to Graphic Arts are discussed.

GPC 112-Beginning Typewriting
Designed for students who have no previous typewriting instruction. This course covers the basics of typewriting such as parts and functions, learning the keyboard, typewriting rules and techniques.

GPC 113 & 162-Type Composition and Proofreading & Type Composition and Proofreading Lab
A study of the various typesetting methods, proofreading typeset material and operation of photo typesetting equipment. Students will apply this knowledge in the shop through assigned projects and demonstrations.

GPC 114 & 163-Design, Layout and Job Composition & Design, Layout and Job Composition Lab
A study of the basic design principles, layout procedures, layout tools and materials, type styles and type faces. Theory lessons are carried into the shop for practical application.

GPC 141 & 191-Offset Presswork I & Offset Presswork Lab I
A study of the principles, history and procedures encountered in offset printing. Equipment maintenance is also included. These lessons are then carried out in the shop through live work projects.

GPC 121 & 171-Camera and Developing I & Camera and Developing Lab I
This is a theory lab combination designed to give an understanding of photographic processes as they relate to Graphic Arts. Darkroom procedures, contact printing, line photography and halftone photography are included.

GPC 131 & 181-Stripping and Platemaking I and Stripping and Platemaking Lab I
Students will receive instruction in basic stripping techniques including the proper use and care of the required tools. Also covers instruction on types of plates, developing and preserving plates, and troubleshooting the plate. Live work projects will be assigned in the shop to cover these processes.

GPC 211 & 261-Bindery I and Bindery Lab I
An introductory course which covers the basic techniques and equipment used in binding operations. Folding methods, paper cutting, perforating, padding and stitching are stressed. Laboratory experiences are carried out through assigned projects.

GPC 221 & 271-Advanced Offset Presswork and General Printing and Lab
Students will apply theories and methods learned from previous courses in various live work and shop assignments. This will include roller and pressure adjustments, press, troubles, cleaning and oiling, and operation of the offset press.

GPC 222 & 272-Bindery II and Bindery Lab II
A continuation of Bindery I theory and application. Principles and methods will increase in complexity.

MASONRY
6 QUARTER

Bricklayers are persons who work with masonry materials. These persons construct walls, partitions, fireplaces, chimneys, and other structures from bricks. They also use other masonry materials, such as concrete, cinder blocks, precut panels made of brick cement, tile, stone, or marble. This course endeavors to give students knowledge and skills that will enable them to become efficient workers in the masonry trade.

Bricklayers are employed primarily in the construction industry-residential and nonresidential--and in maintenance, repairs, and alterations.

MASONRY

	T	L	Credit
FIRST QUARTER			
MAS - 111 Orientation & Shop Safety Rules	5		5
MAS - 112 Tools & Equipment — Identification and Use	5		5
MAS - 113 Blueprint Masonry, Site Preparation, Foundation and Footing	5		5
MAS - 161 Blueprint Masonry, Site Preparation, Foundation and Footing Lab		10	3
RMA - 111 Related Mathematics	5		5
	20	10	23
SECOND QUARTER			
MAS - 121 Estimating Brick and Block Masonry Units	5		5
MAS - 171 Estimating Brick & Block Masonry Units Lab		5	5
MAS - 122 Hand & Machine Mix Mortar	5		5
MAS - 172 Spreading Mortar		5	5
MAS - 123 Laying Brick and Various Bond Walls	5		5
MAS - 173 Laying Brick and Various Bond Walls Lab		5	2
	15	15	21
THIRD QUARTER			
MAS - 131 Brick and Blocks	2		2
MAS - 181 Bricks and Blocks Lab		3	1
MAS - 132 Residential Construction (Brick and Block Veneer Walls	5		5
MAS - 182 Residential Construction (Brick and Block Veneer Walls Lab)		5	2
MAS - 133 Commercial Construction I	5		5
MAS - 183 Commercial Construction I Lab		5	2
RCS - 111 Related Communications Skills	5		5
	17	13	22
FOURTH QUARTER			
MAS - 141 Residential Chimneys and Fireplaces	5		5
MAS 191 Residential Chimneys and fireplaces Lab		10	3
MAS - 142 Blueprint Reading	5		5
MAS - 192 Blueprint Reading Usage Lab		10	3
	10	20	16